



Planning & Development Division
Planning & Economic Development Department

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File Number	PLIUP-2502-0009	Contact	Jason Mozol, jmozol@duluthmn.gov	
Type	Interim Use Permit – Vacation Dwelling Unit	Planning Commission Date	April 8, 2025	
Deadline for Action	Application Date	February 27, 2025	60 Days	April 28, 2025
	Date Extension Letter Mailed	March 21, 2025	120 Days	June 27, 2025
Location of Subject	345 Canal Park Dr, Unit 300A			
Applicant	345 Canal Park Dr LLC	Contact	Keenan Brickson	
Agent	Brickson Properties LLC	Contact	Tiegen Brickson	
Legal Description	PIN: 010-0358-00030			
Site Visit Date	March 31, 2025	Sign Notice Date	March 25, 2025	
Neighbor Letter Date	March 20, 2025	Number of Letters Sent	35	

Proposal

The applicant proposes to use a 3-bedroom dwelling as a vacation dwelling unit. This is a new permit for a property that is not subject to the eligibility list.

Recommended Action: Staff recommends that Planning Commission approve the interim use permit with conditions.

	Current Zoning	Existing Land Use	Future Land Use Map Designation
Subject	F-3	Residential/Retail	Tourism/Entertainment District
North	F-3	Commercial	Tourism/Entertainment District
South	F-3	Commercial	Tourism/Entertainment District
East	F-9	Hotel	Tourism/Entertainment District
West	F-5	Parking	Tourism/Entertainment District

Summary of Code Requirements:

UDC Section 50-19.8. Permitted Use Table. A vacation dwelling unit is an Interim Use in the F-3 zone district.

UDC Section 50-20.3. Use-Specific Standards. Lists all standards specific to vacation dwelling units.

UDC Sec. 50-37.10.E . . . the commission shall only approve an interim use permit, or approve it with conditions, if it determines that: 1. A time limit is needed to protect the public health, safety and welfare from potential longer term impacts of the requested use in that location; 2. The applicant agrees to sign a development agreement with the city.

Comprehensive Plan Governing Principle and/or Policies and Current History (if applicable):

Governing Principle #8 - Encourage mix of activities, uses, and densities.

A short-term rental allows property owners to generate income and provides a service for tourists.

Future Land Use – Traditional Neighborhood: Characterized by grid or connected street pattern, houses oriented with shorter dimension to the street and detached garages, some with alleys. Limited commercial, schools, churches, and home businesses. Parks and open space areas are scattered through or adjacent to the neighborhood.

History: This unit is part of a building that was built in 1918 and is currently occupied by retail on the ground floor with dwelling units above.

Review and Discussion Items:

Staff finds that:

- 1) Applicants' property is located at 345 Canal Park Dr, Unit 300A. The dwelling unit contains 3 bedrooms, which allow for a maximum of 7 guests.
- 2) The minimum rental period will be one night; permitted in Form districts.
- 3) No off street parking is required for vacation dwelling units in form districts.
- 4) The applicant has indicated they will not allow motorhome or trailer parking.
- 5) The site plan does not indicate any outdoor amenities. No outdoor screening is required due to the lack of outdoor space and the character of the unit being located within a multi-unit building.
- 6) Permit holders must designate a managing agent or local contact who resides within 25 miles of the City and who has authority to act for the owner in responding 24 hours a day to complaints from neighbors or the City. Permit holders must provide the contact information for the managing agent or local contact to all property owners within 100 feet of the property boundary. The applicant has listed themselves, Brickson Properties, to serve as the managing agent.
- 7) A time limit is needed on this Interim Use Permit ("IUP") to protect the public health, safety and welfare from potential longer-term impacts of the requested use at the location of the subject property. Section 50-20.3.U.7 states the IUP shall expire upon change in ownership of the property or in six years, whichever occurs first.
- 8) Applicant must comply with the City's vacation dwelling unit regulations, including providing information to guests on city rules (included with staff report as "Selected City Ordinances on Parking, Parks, Pets, and Noise").
- 9) There are currently 170 licensed vacation dwelling units in the city, with 84 of those in form districts; the remaining 86 are subject to the cap of 110. The subject property is located within a form district and is not subject to the cap.
- 10) No City, public or agency comments were received.
- 11) The permit will lapse if no activity takes place within 1 year of approval.

Staff Recommendation:

Based on the above findings, Staff recommends that Planning Commission approve the permit subject to the following conditions:

- 1) The applicant shall adhere to the terms and conditions listed in the Interim Use Permit.
- 2) Any alterations to the approved plans that do not alter major elements of the plan and do not constitute a variance from the provisions of Chapter 50 may be approved by the Land Use Supervisor without further Planning Commission review.



PLIUP-2502-0009

Interim Use Permit
345 Canal Park Dr



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Aerial Imagery Captured 2019



Prepared by: City of Duluth Planning & Economic Development, March 6, 2025. Source: City of Duluth.

DESIGNER

BENJAMIN DAVID OLSEN
2369 Doswell Avenue
Saint Paul, MN 55108

PROJECT DESIGNER & PROJECT MANAGER

Benjamin Olsen
218 398 0757
benjamindavidolsen@gmail.com

ARCHITECT OF RECORD

SAUNTER LLC
889 Mound Street
Saint Paul, MN 55106

ARCHITECT

Kyle Huberty, AIA
612 298 4402
kyle@saunterarchitects.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

DATE 03-18-2024



Kyle Huberty, AIA
Minnesota License # 59653

GENERAL CONTRACTOR

GROPPOLI CUSTOM FINISHING
Greg Groppoli
TBD

651 207 9416
groppoli@customfinishing.org

OWNER

BRICKSON PROPERTIES
Tiegen Brickson
TBD

321 831 5041
tiegen.brickson@gmail.com

PROJECT ADDRESS

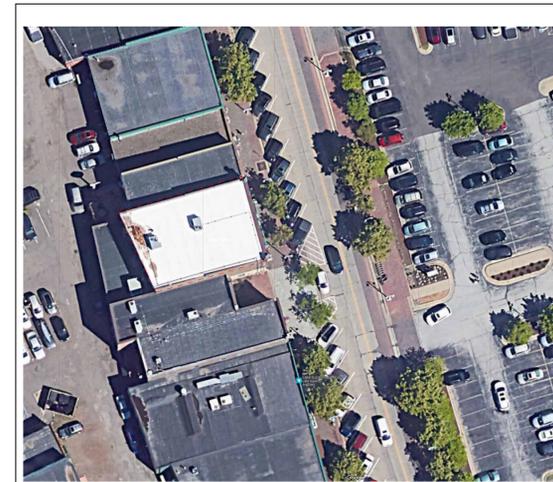
345 Canal Park Drive
Level 3
Duluth, MN 55805

PROJECT DESCRIPTION

THE PROPOSED PROJECT AT 345 CANAL PARK DRIVE CONSISTS OF AN INTERIOR REMODEL AND OCCUPANCY CHANGE FROM AN M-MERCANTILE TO AN R-3 RESIDENTIAL USE. THIS INTERIOR BUILD WILL IMPACT LESS THAN 50% OF OVERALL BUILDING IS CONSIDERED A LEVEL 2 ALTERATION ACCORDING TO THE MN CONSERVATION CODE FOR EXISTING BUILDINGS.

THIS BUILD-OUT WILL INCLUDE THE DEMO OF EXISTING OFFICE SPACE AND INCLUDE THE CONSTRUCTION OF TWO NEW APARTMENT UNITS. EACH UNIT WILL INCLUDE THREE SLEEPING ROOMS, KITCHEN AND AMENITIES. THE SCOPE OF WORK IS LIMITED TO THE INTERIOR OF THE THIRD FLOOR AND EXTERIOR OF THE EXISTING BUILDING ENVELOPE WILL REMAIN INTACT AND NOT BE IMPACTED BY THE SCOPE OF THIS PROJECT.

TRADE WORK INCLUDING HVAC PLUMBING AND ELECTRICAL WILL BE PERFORMED AS DESIGN BUILD AND PERMITTED SEPARATELY.



LOCATION MAP

Not to Scale



PROJECT CODE CHECKLIST

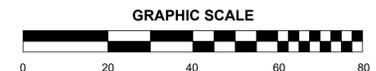
PROJECT SCOPE					
CODES REFERENCED:	2020 Minnesota State Building Code 2020 Minnesota Conservation Code for Existing Buildings 2020 Minnesota Accessibility Code 2020 Minnesota State Fire Code 2020 Minnesota Energy Code The 2020 Minnesota Mechanical and Fuel Gas Code				
CONSTRUCTION TYPE:	TYPE III-B				
FIRE SPRINKLER SYSTEM:	YES				
PROJECT/SUITE AREA:	3,037 SQ FT				
NUMBER OF FLOORS:	Project takes place on 3rd Floor only First and second floor are are M Occupancies				
IBC Chapter 10 - Building Egress - Section 1004 Occupant Load Per Table 1004.5 - Maximum Floor Area Allowances per Occupant					
OCCUPANCY AREAS PER CHAPTER 3 IBC	TYPE	AREA	SF/OCCUP	% OF SPACE	NUM OCCUP.
APARTMENTS SPACE:	R-3	3037	200	%	16
		3037		100%	16

EXITING	PROVIDED	REQUIRED
NUMBER REQUIRED:	2	2
EXIT SEPARATION:	YES	CONTINUOUS 1 HR FIRE SEPARATION
EXIT WIDTH:	(2) 32" 64" TOTAL	Per Section 1005.3.2, with sprinkler system. Egress width required = 59 occupants x 2 = 8.85' required
DOOR SWING DIRECTION:	N/A	EITHER DIRECTION, 1010.1.2.1. Doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons
EXIT ACCESS TRAVEL DISTANCE:	60' 1" MAX	≤ 125', table TABLE 1006.2.1 WITH SPRINKLER SYSTEM
COMMON PATH OF EGRESS DISTANCE:	N/A	table 1006.2.1 ≤ NOT REQUIRED
EXIST SIGNAGE:	YES	REQUIRED IN EXIST PASSAGEWAY NOT REQUIRED IN DWELLING UNITS PER 1013.1 WHERE REQUIRED, EXCEPTION 3
FIRE PROTECTION:	YES	EXISTING NFPA 13 SPRINKLER SYSTEM
FIRE SEPARATIONS:	YES	1HR HORIZONTAL FIRE SEPARATION BETWEEN OCCUPANCY MB AND R-3 FOR SPRINKLED BUILDING ACCORDING TO IBC 508.4
FIRE PARTITIONS:	YES	IBC 420.2 and 708 1HR SEPARATION BETWEEN UNITS

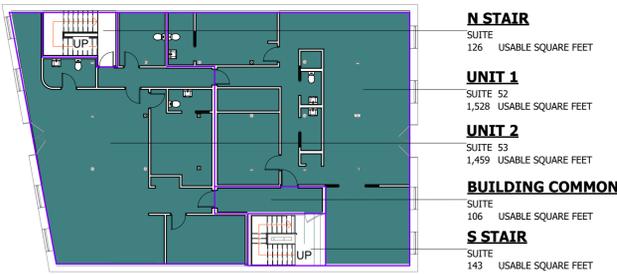
SUITE ACCESSIBILITY	
ACCESSIBILITY NOT REQUIRED:	NOT REQ. PER IEBC 305.4
SUITE DOOR CLEARANCES:	YES
SUITE RESTROOMS:	YES

Plumbing - Chapter 29 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES WORK SHEET

REQUIRED - RESIDENTIAL	WATER CLOSET	LAVATORIES	OTHER	
DWELLING UNITS	2	2	2	2
TOTAL REQUIRED	1 PER DWELLING UNIT	1 PER DWELLING UNIT	1 KITCHEN SINK PER UNIT	1 CLOTHES WASHER PER 20 DWELLING UNITS
TOTAL REQUIRED	2	2	2	1
TOTAL PROVIDED	4	4	2	2

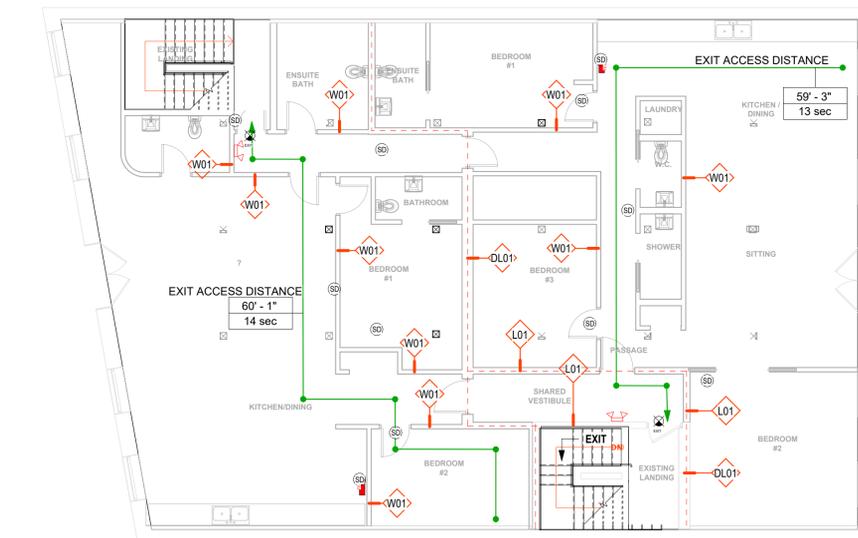


OCCUPANCY LEGEND



2 A002
1/16" = 1'-0"

LIFE SAFETY LEGEND	
	PATH OF TRAVEL
	BATTERY PACK EMERGENCY LIGHT FIXTURE
	FIRE EXTINGUISHER CABINET
	EXIT SIGN
	OCCUPANT LOAD
	SMOKE DETECTOR
	1 HR FIRE SEPARATION



1 A002
1/8" = 1'-0"

CONSTRUCTION GENERAL NOTES:

- PRIOR TO BEGINNING OF PLANNED WORK, CONTRACTOR AND SUB-CONTRACTORS SHOULD EXAMINE PREVIOUSLY BUILT CONSTRUCTION TO REMAIN, ADJACENT, AND IN THEIR PLANNED WORK AREA AND NOTIFY THE ARCHITECT IF CONFLICTS EXIST BETWEEN THE EXISTING TO REMAIN AND NEW CONSTRUCTION AREAS.
- THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY FEES CONNECTED THEREWITH.
- WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT U.N.O..
- DIMENSIONS ARE TO FINISH CONSTRUCTION, UNLESS NOTED OTHERWISE. DIMENSIONS NOTED "HOLD" MUST BE ACCURATELY MAINTAINED, AND SHALL NOT VARY MORE THAN ± 1/8" WITHOUT WRITTEN INSTRUCTION FROM ARCHITECT. "ALIGN" MEANS TO ACCURATELY LOCATE FINISHED FACES IN THE SAME PLANE. DIMENSIONS NOTED "CLEAR" ARE MINIMUM DIMENSIONS WHICH MUST BE MAINTAINED WITHOUT EXCEPTION. DIMENSIONS MARKED ± MEAN A VARIANCE NOT GREATER THAN 1 INCH. VERIFY DIMENSIONS EXCEEDING TOLERANCE WITH THE ARCHITECT. DIMENSIONS TO THE EXTERIOR WINDOW WALL ARE TO THE FINISH FACE OF WALL BELOW SILL, U.N.O..
- EXISTING FLOORS, PARTITIONS, DEMISING WALLS, AND CORRIDOR WALLS TO REMAIN ARE TO BE PATCHED AND REPAIRED TO MATCH ADJACENT SURFACES.
- PENETRATIONS THROUGH NEW OR EXISTING FIRE RESISTIVE CONSTRUCTION ARE TO BE SEALED WITH FIRESTOPPING SYSTEMS AS REQUIRED PER CODE TO MAINTAIN THE REQUIRED FIRE RATED SEPARATION REQUIREMENTS.
- NEW GLAZING PROVIDED AS PART OF THE WORK SUBJECT TO HUMAN IMPACT SHALL BE DESIGNED AND SUPPORTED TO WITHSTAND LOADS IMPOSED. PROVIDE SAFETY AND TEMPERED GLAZING AS REQUIRED. GLAZING TONG MARKS SHALL NOT BE VISIBLE. CLEAN & POLISH ALL GLASS PRIOR TO PROJECT DELIVERY.
- ARCHITECTURAL ADHESIVES, SEALANTS AND SEALANT PRIMERS MUST COMPLY WITH SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULE #1168. VOLATILE ORGANIC COMPOUND (VOC) LIMITS LISTED IN THE TABLE BELOW CORRESPOND TO AN EFFECTIVE DATE OF JULY 1, 2005 AND RULE AMENDMENT DATE OF JANUARY 7, 2005.
- PROPERLY TERMINATE PLUMBING, ELECTRICAL AND MECHANICAL ITEMS TO BE ABANDONED DURING CONSTRUCTION. REMOVE WIRES, PLUMBING DUCTS AND OTHER ITEMS NO LONGER BEING USED.
- DURING THE CONSTRUCTION PROCESS, CONTRACTOR TO MAINTAIN REQUIRED EXITS AND EMERGENCY EQUIPMENT AND SYSTEMS.
- DEMOLITION AND NEW CONSTRUCTION TO BE DONE IN AN ORDERLY MANNER SO AS TO MINIMIZE DISTURBANCE TO EXISTING TENANTS AND PUBLIC SPACES. ENSURE CLEAN AND SAFE PASSAGE TO HALLWAYS, ELEVATORS, STAIRS, EXIT PASSAGEWAYS AND EXITS.
- REFERENCE TO MECHANICAL, ELECTRICAL, COMMUNICATIONS, AND FIRE PROTECTION ENGINEERING DISCIPLINES IS FOR PURPOSE OF COORDINATION WITH ARCHITECTURAL DESIGN ONLY AND IS NOT INTENDED TO REPRESENT SYSTEMS DESIGN.
- MECHANICAL, ELECTRICAL, COMMUNICATIONS AND FIRE PROTECTION DESIGN TO BE PROVIDED BY THE CONTRACTOR ON A DESIGN-BUILD BASIS. CONSTRUCTION MANAGER OR SUB-CONTRACTORS TO PROVIDE THE REQUIRED DRAWINGS, SPECIFICATIONS AND CALCULATIONS AS REQUIRED BY STATE AND LOCAL CODES.
- UPON COMPLETION OF THE WORK THE NEW TENANT SPACE AND ADJACENT TENANT SPACES AND COMMON SPACES, INTERIOR AND EXTERIOR, SHALL BE MADE NEAT, CLEAN, WHOLE, TIGHT AND FIT FOR IMMEDIATE OCCUPANCY. EACH INDIVIDUAL SUB-CONTRACTOR SHALL BE RESPONSIBLE TO CLEAN UP AND MAKE AREAS NEAT, THAT WERE AFFECTED BY THEIR WORK.
- PROVIDE AND INSTALL WORK AND MATERIALS AS REQUIRED BY THE DRAWINGS AND SPECIFICATIONS - IN FULL ACCORDANCE WITH FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.
- INFORM ARCHITECT AND OWNERS REPRESENTATIVE OF EQUIPMENT, PRODUCT, OR MATERIAL SUBSTITUTIONS PRIOR TO FABRICATION AND INSTALLATION. PROVIDE MINIMUM 5 BUSINESS DAYS FOR REVIEW OF THE SUBSTITUTION. AS PART OF SUBSTITUTION REQUEST PROVIDE REASON FOR SUBSTITUTION AND NECESSARY DOCUMENTATION TO COMPARE THE ORIGINAL AND SUBSTITUTED ITEMS INDICATING CRITICAL FEATURES, BENEFITS AND COST DIFFERENTIALS.
- EXIT SIGNS AND OTHER EMERGENCY DEVICES SHALL BE PROVIDED AS REQUIRED TO MEET CODE REQUIREMENTS. ARCHITECT TO APPROVE LOCATION OF EMERGENCY EXIT SIGNS AND OTHER EMERGENCY DEVICES. MECHANICAL GRILLES AND DIFFUSERS AND SIGNIFICANT ELECTRICAL DEVICES NOT OTHERWISE INDICATED IN THE DRAWINGS PRIOR TO INSTALLATION.
- GENERAL CONTRACTOR TO COORDINATE NEW KEY MATCHING AND QUANTITY REQUIREMENTS WITH THE TENANT'S POINT OF CONTACT AND BUILDING OWNER'S REPRESENTATIVE.
- CONTRACTOR TO VERIFY AND PROVIDE SUFFICIENT EMERGENCY EGRESS ILLUMINATION THROUGH FULL PATH TO THE PUBLIC WAY.

 = Tree

Public Parking

